



**U.S. Probation Office
District of South Carolina
Vacancy Announcement
2016 – DSC - 03
March 5, 2016**

Position: U.S. Probation Clerk (Permanent Full-Time)
Location: U.S. Probation Office
Charleston, South Carolina
Salary Range: CL 23 (\$32,019 - \$52,053)
Starting salary is dependent upon experience and current salary.

Future promotional opportunity to CL-24 without further competition.

DISTRICT

This position is located in the U.S. Probation Office of the U.S. District Court in Charleston, South Carolina, and provides administrative support to U.S. Probation Officers and assistance in the efficient management of the agency.

REPRESENTATIVE DUTIES

- Performs reception and intake duties; receives new case referrals from other law enforcement agencies.
- Receives, screens and refers telephone calls and visitors. Answers routine inquiries.
- Timely assists Probation Officers and supervisors with the preparation of reports, petitions, letters, memorandums and other correspondence including formatting, typing, editing and proofreading – often under tight deadlines.
- Enters client and case data into Probation and Pretrial Services Automated Case Tracking System (PACTS). Assists in the maintenance of electronic case files.
- Scans, copies, files, and date stamps case file materials. Locates files and documents. Transfers and receives case files to and from other districts.
- Generates standard reports from databases. Tracks statistics and data.
- Organizes and sets up new case files for Probation Officers in accordance with established procedures.

- Receives cross training and performs backup duties for other administrative support staff.
- Copies and delivers reports to other agencies; picks up and distributes mail.
- Runs and reads record checks through local and national databases and files.
- Performs all other duties as assigned.

QUALIFICATIONS

To qualify for this position, applicants must be a high school graduate or equivalent, must have **two (2) years of general experience**, must be a U.S. citizen or eligible to work in the United States; must have excellent knowledge of spelling, punctuation, and grammatical usage; WORD experience is required as well as knowledge of software and keyboarding for word processing, data entry, email, computers, and report generation. Skill in using standard office equipment (telephones, copier, fax machines, scanners, etc.) is also required. **45 WPM net minimum required.**

- Additionally, applicants must have the ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds as well as with contacts at collateral agencies for the purpose of collecting information regarding offenders.
- **The person selected for this position will be subject to a background investigation which includes an Equifax credit check and will be fingerprinted.** This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net pay.
- The U.S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants.

GENERAL EXPERIENCE

Progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of this position. **Experience working in a legal/law enforcement environment is preferred.**

EMPLOYEE BENEFITS

- Up to 13 days paid vacation per year for the first 3 years of employment; up to 20 days per year until the 15th year of service, thereafter, up to 26 days per year. Sick leave is earned at 4 hours per pay period.
- Participation in both the Federal Retirement Program (FERS) and tax-deferred Thrift Savings Plan (TSP), similar to 401K, with employer matching contributions.
- Voluntary participation in the Federal Health Insurance program of your choice.
- Voluntary participation in the Federal Employee's Group Life Insurance program.
- Up to 10 paid holidays per year.

- Optional enrollment in the Federal Judiciary's long-term care insurance, Flexible Spending Accounts and commuter benefits program.

APPLICATION PROCEDURES

Applicants interested in this position must submit the following to the e-mail or address below:

- Cover letter of interest
- FormAO78-A: Application for Judicial Branch Employment (visit www.scp.uscourts.gov and click on Employment)
- Release Forms (visit www.scp.uscourts.gov and click on Employment)
- Resume
- Two (2) most recent performance evaluations

Failure to provide any of the application materials, without explanation, will result in immediate disqualification. Incomplete applications will not be considered, retained or returned. Only one (1) application per candidate will be accepted for this announcement.

Application materials may be mailed, e-mailed or faxed to:

Patti K. Rabon
Personnel Specialist
Strom Thurmond Federal Building
1835 Assembly Street, Room 611
Columbia, SC 29201-2445
Patti_rabon@scp.uscourts.gov
Fax: (803) 765-5110

For additional information: (803) 253-3849

CLOSING DATE: March 19, 2015

Applications received after closing date will not be considered.

Due to the volume of applications received, only applicants who are tested and/or interviewed will receive a written response to their application status.

THE UNITED STATES PROBATION OFFICE, DISTRICT OF SOUTH CAROLINA
IS AN EQUAL OPPORTUNITY EMPLOYER.

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(3/01/2016)